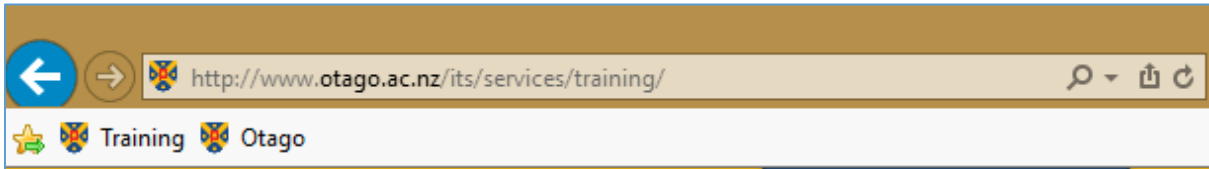


Internet Explorer (IE) bookmark toolbar

A bookmark toolbar allows you to organise and find your favourite websites quickly. In your web browser, this toolbar sits just between the Address bar and the web page window.



To display this in IE, right-click at the top of the window (not on the page) and put a tick beside **Favorites bar**.



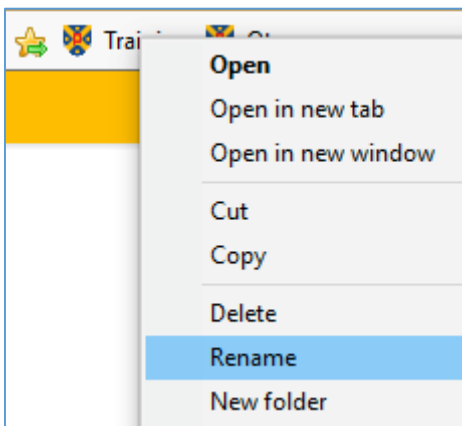
Add a bookmark to Favourites bar

To add a page/site to the bar, press the yellow star with the green arrow on it that appears on the far left of the **Favourites bar**. Alternatively, drag and drop the icon to the left of the URL text from the Address bar onto the **Favourites bar**.



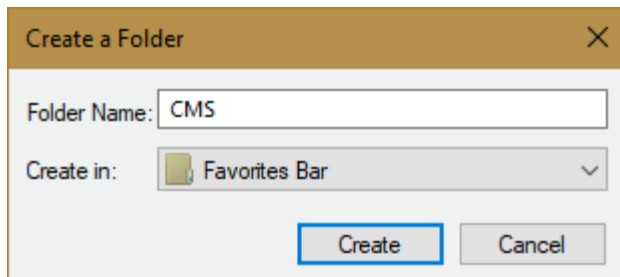
Rename or delete bookmark

Right-click on the bookmark name and choose **Rename** or **Delete**.

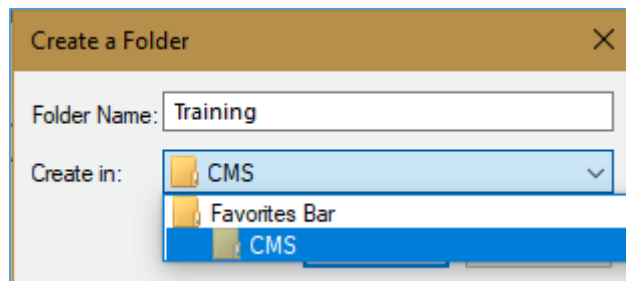


Create folders for the Favourites bar

Right-click a bookmark in the **Favourites bar**, and select **New folder**. Give it a name, and click on **Create**.



To create a sub-folder, right click on the folder and choose **New folder** again. Then ensure you are creating it in the right location before clicking on **Create**.

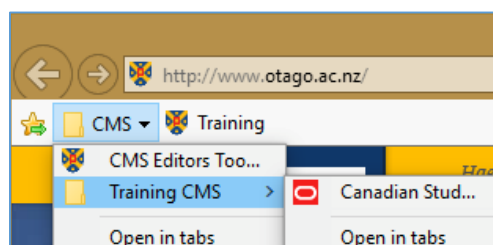


Add a bookmark to the folder

Drag and drop the page from the Address bar (selecting the icon to the left of the URL text) directly onto the folder. Alternatively, press the yellow star on the far left of the toolbar to create a new bookmark, and then drag and drop it into the correct folder.

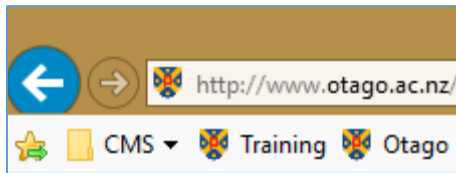


Click on the folder name to view its contents.



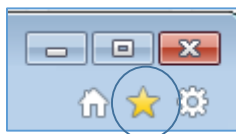
Moving bookmarks on toolbar

Drag and drop bookmarks or folders to move them to a new position in the toolbar.

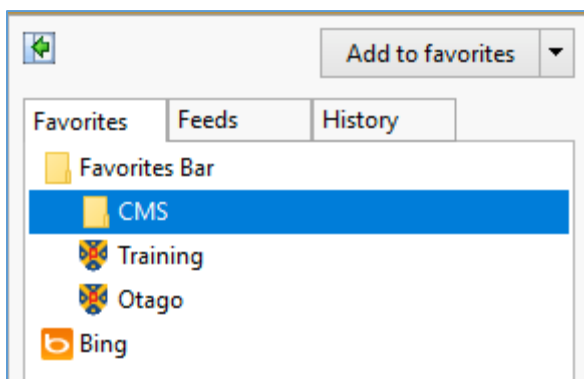


View all bookmarks in your Favourites List

To view all the pages marked as favourites select the **Favourites** icon, the star in the top right corner.

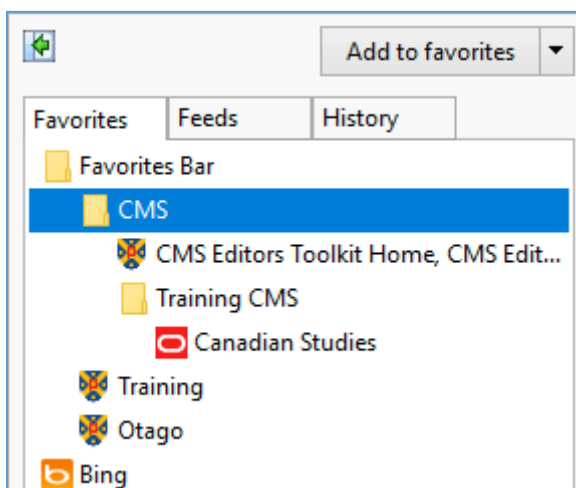


This opens the **Favourites List** window to the right of the page. Click on **Favourites Bar** to hide /show the contents of the toolbar. Do the same to display the contents of any folders.



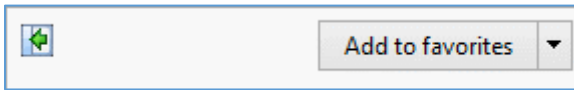
Create sub-folders

To create a sub-folder inside a folder, right-click on the folder name and select **New folder**. Then drag and drop bookmarks wherever you'd like them to appear.



Add more favourites

You can add page to your favourites by pressing **Add to Favourites** while you are looking at that page.



Note that it can just be added to Favourites or the **Favourites Bar**.

Permanently display Favourites List

Click on the green arrow in the top left of the **Favourites List** window.



This pins the Favourites List to the left of the open page.



Remove the Favourites List

Using the **Bookmarks toolbar** uses much less room. So to remove the **Favourites List** from the screen, use the grey cross in the top right of the **Favourites List** window.

